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NASA Procedural Requirements

COMPLIANCE IS MANDATORY

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Subject: NASA Awards and Recognition Program

Responsible Office: Office of Human Capital Management

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Chapter 6. External Awards

6.1 Various governmental organizations, together with a number of professional societies and similar organizations, give honorary and monetary awards for outstanding achievement and professional excellence. Typical of the many organizations that give awards for accomplishments in space-related efforts are the American Institute of Aeronautics and Astronautics, the American Astronautical Society, the American Society of Mechanical Engineers, and the National Air and Space Museum Trophy.

6.2 NSSC maintains the calendar for external awards and notifies the Centers, on a semi annual basis, of the upcoming call for nominations, the criteria, and when they are due to the sponsoring organization or to the NSSC. It is not a requirement that such nominations be submitted through the Center Incentive Awards Program Officers or the NSSC; however a courtesy copy of such nominations should be provided to the Center Incentive Awards Program Officers for informational purposes to senior management.

6.3 Any NASA employee may nominate someone for an external award when the nominating procedures, established by the award sponsor, permit nominations from the general public. These nominations will be submitted directly from the nominating employee to the sponsoring organization.

6.4 When the award nominating criteria specifically request an Agency-approved nomination or otherwise restrict the number of Agency or organizational nominations, award nominations will be solicited at the Center level according to prevailing Center practices and forwarded through the NSSC to Headquarters for review and approval by the Administrator or designee.

6.5 The Standards of Ethical Conduct For Employees of the Executive Branch, 5 C.F.R. Part. 2635, apply to all NASA civil servants and must be considered prior to the

acceptance of any award given by a non-Federal entity. A written approval from an ethics counselor in the NASA Office of General Counsel or in a Center's Chief Counsel's office is required prior to the acceptance of an honorary degree, non-monetary awards with a market value in excess of \$200, or any award of cash or an investment interest.

6.6 Agency employees who are required to file a financial disclosure must note the acceptance of any gift valued over the Office of Government Ethics' threshold on their annual financial disclosure form.

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